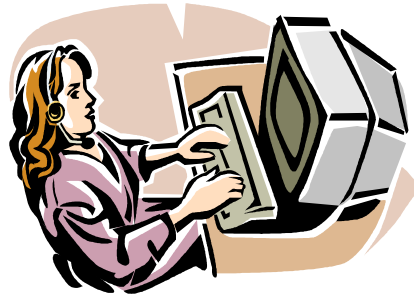


# **SUPPLEMENTAL APPLICATION FOR VOCATIONAL INSTRUCTOR (CORRECTIONAL FACILITY)**

*Department of the Youth Authority  
Personnel Management Services Division  
Selection Services Bureau  
4241 Williamsborough Drive, Suite 115  
Sacramento, CA 95823*



**THIS SUPPLEMENTAL APPLICATION REPRESENTS  
THE ENTIRE EXAMINATION FOR THE ABOVE LISTED CLASSIFICATION**  
From the information that you provide, your ranking on an eligibility list will be determined.  
As vacancies occur, this list may be used to identify candidates for consideration.

DEPARTMENT OF THE YOUTH AUTHORITY  
Supplemental Application for  
Vocational Instructor (Correctional Facility)

PRINT

Name:

LAST

FIRST

M.I.

Address:

Telephone: Home: (    )

Work: (    )

***EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING***

Instructions

The purpose of this Supplemental Application is to provide you an opportunity to explain significant aspects of your qualifications for Vocational Instructor with the Department of the Youth Authority.

**PLEASE READ THE INFORMATION LISTED BELOW VERY CAREFULLY**

This document constitutes the entire examination for this job class. From the information which you provide, your ranking on an eligibility list will be determined. As vacancies occur, this list may be used to identify candidates for consideration.

The closer that your education and experience matches that of a successful Vocational Instructor with the Youth Authority, the higher your position will be on the list. The Supplemental Application will not be used to screen-out qualified applicants. The information which you provide will be verified prior to employment.

- √ Your responses to the questions in this application must be provided on this form.
- √ **Attach a copy of your credential(s).**
- √ Do not attach a resume or other materials. Additional materials **will not** be evaluated.
- √ Do not refer to any other document or source. Answer **ALL** questions as requested.
- √ The information which you provide should be typed or written legibly.
- √ By completing all parts of the application thoroughly, you will be assured of a fair rating of your qualifications.

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL (916) 262-1338**

This Supplemental Application is a **MANDATORY** part of the examination process. Failure to return the completed application will eliminate you from this exam. *When completed, be sure to keep a photocopy of this application for your records.*

I Hereby Certify that all statements made in this Supplemental Application are true and complete. I also understand that if I do not have legal minimum qualifications for this class, I will be removed from the examination when this fact is determined.

Signature

Date

»

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☐ **PART 1 - CALIFORNIA CREDENTIALS**

List all of your California credentials. For each credential, specify credential type (preliminary, emergency or clear), expiration date, and authorizations.

Credential name: \_\_\_\_\_

**Circle One**

Credential type:      Clear      Preliminary      Expiration date: \_\_\_\_\_  
   Emergency

Authorizations: \_\_\_\_\_

Credential name: \_\_\_\_\_

**Circle One**

Credential type:      Clear      Preliminary      Expiration date: \_\_\_\_\_  
   Emergency

Authorizations: \_\_\_\_\_

☐ **PART 2 - EDUCATION**

**DEGREES EARNED**

Circle all degrees which you currently hold.

AA   BA   BS   MA   MS   M.Ed.   Ed.D.   Ph.D.   Psy.D.   Other: \_\_\_\_\_

☐ **UNDERGRADUATE EDUCATION**

List the college or university at which you completed your Bachelor's degree. Include degrees from accredited colleges or universities only. Specify the name and location of the college or university, the major field of study, semester or quarter units completed, degree received and date of degree.

College or University: \_\_\_\_\_

Major Field of Study: \_\_\_\_\_

Semester units completed: \_\_\_\_\_ or Quarter units completed: \_\_\_\_\_

Degree received: \_\_\_\_\_ Date of degree: \_\_\_\_\_

College or University: \_\_\_\_\_

Major Field of Study: \_\_\_\_\_

Semester units completed: \_\_\_\_\_ or Quarter units completed: \_\_\_\_\_

Degree received: \_\_\_\_\_ Date of degree: \_\_\_\_\_

College or University: \_\_\_\_\_

Major Field of Study: \_\_\_\_\_

Semester units completed: \_\_\_\_\_ or Quarter units completed: \_\_\_\_\_

Degree received: \_\_\_\_\_ Date of degree: \_\_\_\_\_

College or University: \_\_\_\_\_

Major Field of Study: \_\_\_\_\_

Semester units completed: \_\_\_\_\_ or Quarter units completed: \_\_\_\_\_

Degree received: \_\_\_\_\_ Date of degree: \_\_\_\_\_

For Rater's Use Only

**For Rater's Use Only**

List all post graduate degrees earned. Include degrees from accredited colleges or universities only. Specify the name and location of the college or university, the major field of study, field of study, semester or quarter units completed, degree received and date of degree.

## □ TEACHER EDUCATION

Describe any further educational programs which you are now enrolled in, or have been enrolled in the areas of teacher education or preparation for other credentials. Describe accredited programs only. Include the name of the college or university, a brief description of the program, and outcome of the program.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

☐ **PART 3 - TEACHING EXPERIENCE**

**For Rater's Use Only**

List all of your teaching experience. Begin with your most recent experience and work backwards. Include all requested information for each position.

(1.) Employer/Agency: \_\_\_\_\_

Location: \_\_\_\_\_

Position/Classification: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_  
Mo. Day Yr. Mo. Day Yr.  
Total \_\_\_\_\_ Yr. \_\_\_\_\_ Mo.

☐ Full-time ☐ Part-time Hours worked per week \_\_\_\_\_

Grade level and subjects taught:

\_\_\_\_\_

Student population served (ethnic mix/percentage, age range, other relevant characteristics). Also, describe any special duties, responsibilities, leadership roles, or special projects or assignments which you were involved with:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(2.) Employer/Agency: \_\_\_\_\_

Location: \_\_\_\_\_

Position/Classification: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_  
Mo. Day Yr. Mo. Day Yr.  
Total \_\_\_\_\_ Yr. \_\_\_\_\_ Mo.

☐ Full-time ☐ Part-time Hours worked per week \_\_\_\_\_

Grade level and subjects taught:

\_\_\_\_\_

Student population served (ethnic mix/percentage, age range, other relevant characteristics). Also, describe any special duties, responsibilities, leadership roles, or special projects or assignments which you were involved with:

\_\_\_\_\_

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☐ **PART 3 - TEACHING EXPERIENCE (CONTINUED)**

(3.) Employer/Agency: \_\_\_\_\_

Location: \_\_\_\_\_

Position/Classification: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_  
Mo. Day Yr. Mo. Day Yr.  
Total \_\_\_\_\_ Yr. \_\_\_\_\_ Mo.

☐ Full-time ☐ Part-time Hours worked per week \_\_\_\_\_

Grade level and subjects taught:

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Student population served (ethnic mix/percentage, age range, other relevant characteristics). Also, describe any special duties, responsibilities, leadership roles, or special projects or assignments which you were involved with:

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(4.) Employer/Agency: \_\_\_\_\_

Location: \_\_\_\_\_

Position/Classification: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_  
Mo. Day Yr. Mo. Day Yr.  
Total \_\_\_\_\_ Yr. \_\_\_\_\_ Mo.

☐ Full-time ☐ Part-time Hours worked per week \_\_\_\_\_

Grade level and subjects taught:

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Student population served (ethnic mix/percentage, age range, other relevant characteristics). Also, describe any special duties, responsibilities, leadership roles, or special projects or assignments which you were involved with:

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**For Rater's Use Only**

☐ **PART 3 - TEACHING EXPERIENCE (CONTINUED)**

(5.) Employer/Agency: \_\_\_\_\_

Location: \_\_\_\_\_

Position/Classification: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_  
Mo. / Day / Yr. Mo. / Day / Yr.  
Total \_\_\_\_\_ Yr. \_\_\_\_\_ Mo.

☐ Full-time ☐ Part-time Hours worked per week \_\_\_\_\_

Grade level and subjects taught:

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Student population served (ethnic mix/percentage, age range, other relevant characteristics). Also, describe any special duties, responsibilities, leadership roles, or special projects or assignments which you were involved with:

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(6.) Employer/Agency: \_\_\_\_\_

Location: \_\_\_\_\_

Position/Classification: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_  
Mo. / Day / Yr. Mo. / Day / Yr.  
Total \_\_\_\_\_ Yr. \_\_\_\_\_ Mo.

☐ Full-time ☐ Part-time Hours worked per week \_\_\_\_\_

Grade level and subjects taught:

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Student population served (ethnic mix/percentage, age range, other relevant characteristics). Also, describe any special duties, responsibilities, leadership roles, or special projects or assignments which you were involved with:

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**For Rater's Use Only**

☐ **PART 4 - OTHER RELATED SKILLS AND EXPERIENCE**

☐ **LANGUAGE/SPECIAL SKILLS**

In the space below, describe any special skills you have, including fluency with second languages or skills in working with special groups or populations.

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☐ **EXPERIENCE/VOLUNTEER WORK**

Describe other job(s) you have held which are relating to the jobs you are applying for:

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(1.) Employer/Agency: \_\_\_\_\_

Location: \_\_\_\_\_

Position/Classification: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_  
Mo. / Day Yr. Mo. / Day Yr.  
Total \_\_\_\_\_ Yr. \_\_\_\_\_ Mo.

☐ Full-time ☐ Part-time Hours worked per week \_\_\_\_\_

Grade level and subjects taught:

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Student population served (ethnic mix percentage, age range, other relevant characteristics). Also, describe any special duties, responsibilities, leadership roles, or special projects or assignments which you were involved with:

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(2.) Employer/Agency: \_\_\_\_\_

Location: \_\_\_\_\_

Position/Classification: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_  
Mo. / Day Yr. Mo. / Day Yr.  
Total \_\_\_\_\_ Yr. \_\_\_\_\_ Mo.

☐ Full-time ☐ Part-time Hours worked per week \_\_\_\_\_

Grade level and subjects taught:

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Student population served (ethnic mix percentage, age range, other relevant characteristics). Also, describe any special duties, responsibilities, leadership roles, or special projects or assignments which you were involved with:

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This completes the Supplemental Application for Vocational Instructor (C.F.). Please be sure to retain a copy of this completed Supplemental Application for your records

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STATE OF CALIFORNIA  
DEPARTMENT OF THE YOUTH AUTHORITY  
**631 - CONDITIONS OF EMPLOYMENT**  
(1/04)

NAME \_\_\_\_\_

**LOCATION(S) IN WHICH YOU ARE WILLING TO WORK**

PLEASE CHECK YOUR CHOICE(S)  
YOU WILL NOT BE OFFERED A JOB IN LOCATION(S) NOT CHECKED

☐ (5) **ANYWHERE IN THE STATE** - If checked, no further selection is necessary

☐ (3916) **SAN JOAQUIN COUNTY AREA FACILITIES**  
- DeWitt Nelson Youth Correctional Facility, Stockton  
- N.A. Chaderjian Youth Correctional Facility, Stockton  
- O.H. Close Youth Correctional Facility, Stockton

☐ (1996) **LOS ANGELES COUNTY AREA FACILITIES**  
- Southern Youth Correctional Reception Center and Clinic, Norwalk

☐ (3628) **SAN BERNARDINO COUNTY**  
- Heman G. Stark Youth Correctional Facility, Chino

☐ (0307) **AMADOR COUNTY**  
- Preston Youth Correctional Facility, Ione

☐ (4003) **SAN LUIS OBISPO COUNTY**  
- El Paso de Robles Youth Correctional Facility, Paso Robles

☐ (5610) **VENTURA COUNTY**  
- Ventura Youth Correctional Facility, Camarillo

**TYPE OF APPOINTMENT YOU WILL ACCEPT**

CHECK YOUR CHOICE(S)  
YOU WILL NOT BE OFFERED A JOB FOR A TYPE OF APPOINTMENT NOT CHECKED

☐ Permanent, Full-Time

☐ Limited Term, Full-Time

☐ Permanent, Intermittent\*

☐ Limited Term, Intermittent\*

\*Persons who are hired on an intermittent basis will be scheduled for work in an as needed basis and may have the opportunity to work up to 1,500 hours. Acceptance of an intermittent appointment will maintain full-time eligibility for the period of time this list is in existence.